



CITY POLICY

POLICY NUMBER: C562

REFERENCE:

Policy C187A Enhancing Community Facility Services through Partnerships, 10 November 2009
The Way We Live: Edmonton's People Plan

ADOPTED BY:

City Council
6 July 2011

SUPERSEDES:

New

PREPARED BY: Community Services

DATE: 27 June 2011

TITLE: **Community Facility Partner Capital Grant Program**

Policy Statement:

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The City encourages and supports partnership opportunities that enhance quality of life through arts, heritage, multi-cultural, social services/community development, recreation, sport and leisure experiences in community facilities.

The Community Facility Partner Capital Grant Program addresses an identified gap in providing support to partner groups for the conservation and development of public use facilities.

Funding will support capital projects of the types listed below:

- Project Planning
- Preserve (Capital Maintenance / Rehabilitation)
- Enhance (Expansion / Redevelopment)
- Build New (Construction of a New Facility)

Funding will not support operating costs.

Funding will be for up to 25% of the total project.

Project proposals will be assessed by an open, transparent, fair and consistent process with established City business practices to determine overall benefit to the community and value to the citizens of Edmonton.

Partnerships may involve third party organizations including community non-profit organizations, other public sector service providers and the private sector.

Funding will be allocated across the city to organizations with a primary mandate in at least one of the following key sectors:

- Arts & Heritage
- Multi-cultural
- Recreation/Amateur Sport
- Seniors
- Social Services/Community Development

Community Leagues are not eligible for this grant program.



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Approved capital projects shall be required to enter into a funding agreement with the City of Edmonton and provide final accounting following the close of the project.

City Council shall:

With respect to this policy:

- allocate funding for the grant program through the annual budget process.
- approve policy changes where amendments would appear appropriate to eliminate or mitigate problems in the application of this policy.
- approve grant funding awards.

Administration Shall:

With respect to this policy:

- administer this policy in accordance with the directions of City Council.
- provide a recommendation to City Council on grant awards.

The purpose of this policy is to:

Enhance support for community facilities by providing funding for the capital development and conservation of public use facilities in Edmonton.

Provide City Council with an objective, transparent and consistent method and framework to allocate funding for the conservation and development of public use facilities.

Encourage capital projects that extend beyond City of Edmonton planned service levels and those which maintain or improve public opportunities for recreation and leisure.



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1 DEFINITIONS

- 1.1 Applicant - means an organization or individual applying for a grant pursuant to this policy.
- 1.2 Arts - means all those symbolic representations of a people's worldview transmitted through the media of music, drama, dance, visual arts, literature and craft and combinations thereof. Arts includes, but is not limited to, the activities of musical composing, singing, dancing, acting, drawing, painting, sculpture, graphic, motion pictures and photography, creative writing, weaving, pottery, jewellery making, embroidering, macramé and architecture.
- 1.3 Community Activity - means programs and activities provided by Applicants which help the City's citizens to strengthen personal or community life.
- 1.4 Community Facilities - have defined boundaries, managed access and the prime activity involves a paid or programmed use.
- 1.5 Community League - means an organization of persons with an elected executive representing a geographically defined community within the City of Edmonton, incorporated under the Societies Act of the Province of Alberta to provide facilities, programming and services without reference to race, colour, religion, creed, ethnic origin or political affiliation.
- 1.6 Designated Contact - means the staff of the Community Services Department assigned the responsibility of managing a grant program pursuant to this policy.
- 1.7 Heritage - means the practice of supporting and promoting heritage and history related programs, events and projects in the areas of history, genealogy, museums, archives and historic sites.
- 1.8 Incorporating Documents - means the documents by which an Applicant is incorporated or created and includes an Application for Incorporation, Articles of Incorporation, Memorandum of Association, Articles of Association and Bylaws.
- 1.9 Multi-cultural - means the practice of promoting human and group relations, in which ethnic, racial, religious and linguistic similarities and differences are valued, respected and exchanged.
- 1.10 Partnership - for the purposes of this policy the term "partnership" or "Partnership" will have the following meaning and not the meaning attributed to it by the Partnership Act, R.S.A. 2000, ch. P-3.

A partnership is two or more organizations working together towards a joint interest, where there is:



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- a) Definition of authority and responsibility among partners;
 - b) Joint contribution of input costs (e.g., time, funding, expertise, information);
 - c) Sharing of risk among partners; and,
 - d) Mutual or complementary benefits.
- 1.11 Performance Outcomes - are measures that look at the end results and indicate whether the service actually produced the intended benefits, and includes a combination of financial and non-financial measurements.
- 1.12 Project Planning - Planning for specific capital projects is required in determining cost, scope or nature of future works. The requirements for concept level approval (to progress to development/construction phase) may include the following; feasibility studies, business cases, public involvement plans, concept/schematic design, environmental reviews, site location studies, pre-engineering, etc. Project planning requests must consist of work not already included within the scope of another project.
- 1.13 Public Use Facilities - means any property or facility that has been designated through an agreement with the City of Edmonton as available for use by individuals, groups or other organizations that are not directly associated with the City.
- 1.14 Recreation/Amateur Sport - means all those activities and experiences that includes, but is not limited to, athletic, physical, historical, natural science, cultural, social and intellectual activities, experiences and programs.
- 1.15 Replacement – replacement projects may be categorized into one of the three project types (Preserve, Enhance, Build New) depending on the purpose and reason for the replacement.
- 1.16 Seniors - defined as programs, services and activities provided which help seniors aged 55 plus to be engaged, respected and appreciated.
- 1.17 Social Services - defined as social programs and activities which help the City's citizens to strengthen personal or community life.

2 PROCEDURES

2.1 City Council shall:

- a) Allocate funding for the grant program annually.
- b) Approve recommendations to change policy, if any, from Administration where amendments would appear appropriate to eliminate or mitigate problems in the application of this policy.



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c) Approve grant funding awards.

2.2 Administration shall:

- a) Administer this policy in accordance with the directions of City Council;
- b) With respect to this policy, provide administrative support and financial advice to City Council, Community Services Committee and all other City Departments as may, from time-to-time, be necessary;
- c) Where possible, ensure the payment of outstanding City claims against an Applicant prior to forwarding any cash grant to that Applicant;
- d) Submit through the budgetary process, reports and recommendations to City Council;
- e) As required, convene an ad hoc committee to review grant requests;
- f) Determine program funding priorities, as required; and,
- g) Make grant award recommendations for approval by City Council.
- h) Undertake a Policy and Procedure review as required.

2.3 Applicants shall:

- a) Forward all applications for grants to the Designated Contact;
- b) When applying for a grant, file copies of their Incorporating Documents with the Designated Contact;
- c) File copies of all amendments of their Incorporating Documents with the Designated Contact when those amendments are made;
- d) File copies of current Annual Return submitted to the Registrar of Corporations (Alberta Registries). Annual Return will include:
 - 1. Organization's Annual Return with date stamped (received) and date stamped (filed); and,
 - 2. Organization's Annual Return - Proof of Filing sheet listing legal entity status, board members/officers/shareholders.
- e) When applying for a grant for the first time, file with the Designated Contact copies of all leases, licenses, and agreements with the City;
- f) File with the Designated Contact copies of all amendments to leases, licenses, and agreements with the City, when those amendments are made;
- g) Unless specifically waived by City Council or Community Services Committee on or before any applicable deadline, provide the following information to the Designated Contact:



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1. A completed grant application in the form currently used that includes the financial statement for the last completed fiscal year. This statement shall be audited and/or independently reviewed and/or signed by two board members other than the Treasurer; and,
2. Documentation confirming necessary approvals are in place to proceed with the project as required in current phase of the project (e.g. land owner approval, civic project approval, building and development permit compliance).

3 PROCEDURES

3.1 Funding

- a) Funding requirements for grants will be provided through the City's operating budget process and is subject to annual City Council approval.
- b) Funding will normally support capital projects of the following types:
 1. Preserve (Capital Maintenance / Rehabilitation)
 2. Enhance (Expansion / Redevelopment)
 3. Build New (Construction of a New Facility)
 4. Project Planning
- c) Organizations with approved projects shall be required to enter into a funding agreement with the City of Edmonton.
- d) Organizations will be required to submit final accounting and project summary report following the close of the project.
- e) The City shall have the right to audit project related documents.

3.2 Applications

- a) Deadline Date:
 1. Applications for Community Facility Partner Capital Grants shall be submitted to the Designated Contact, normally in the first quarter of the year. Specific deadline date(s) will be established annually by the Community Services Department.

3.3 General Principles

The Applicant and its grant application must satisfy the following:

- a) The Applicant must be a registered organization including community non-profit, other public sector service provider or the private sector in existence for more than one year;



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- b) The Applicant must have a primary mandate in at least one of the following sectors: Arts & Heritage, Multi-cultural, Recreation / Amateur Sport, Seniors, Social Services/Community Development;
- c) The Applicant's membership and beneficiaries of its programs and services must be predominantly residents of the City of Edmonton;
- d) The Applicant's membership and beneficiaries of its programs and services must be directed to the improvement of the quality of life of Edmontonians;
- e) The Applicant shall have an open membership to its organization, except for valid program factors (e.g. age);
- f) The activities of the Applicant shall be of a quality to merit public funding support;
- g) The grant applied for shall not be intended or used for a purpose beyond the corporate objectives of the Applicant as outlined in its Incorporating Documents;
- h) The grant applied for shall be used for capital purposes including but not restricted to, project planning, purchase of land, preservation (maintenance / rehabilitation), enhancement (expansions and redevelopment of existing facilities), and construction of a new facility. Grant funding will not support operating costs;
- i) The facility shall be used for the purposes it was intended and as outlined in the grant application, for a minimum period, as determined by the City of Edmonton.
- j) The Applicant shall demonstrate fiscal responsibility and manage its affairs in a responsible manner;
- k) The Applicant shall meet the conditions and guidelines as outlined in the Community Facility Partner Capital Grant Program;
- l) The Applicant must file and provide all documents and information outlined in the grant application within the defined deadlines.

3.4 Grant Awards

- a) The maximum and minimum grant award may be established annually based on grant funding available.
- b) Grant awards may be up to 25% of total capital project costs.
- c) In circumstances where the City of Edmonton also contributes land as part of the project, the value of the land will be considered as part of the City's grant award which will not exceed 25% of the total project costs.
- d) The Applicant shall submit the required financial accounting as per the grant program guidelines and the formal funding agreement.



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- e) Conditional Grant - A grant may be recommended and approved subject to the satisfaction of one or more conditions and the payment of that grant shall not be made until those conditions are satisfied.
- f) Multiple year funding approvals will be considered for a period of up to three years.
- g) Applicants may not use other City of Edmonton funding sources as part of their required minimum of 75% funds.
- h) Grant awards will typically be awarded to Preserve, Enhance or Build New projects with total project costs of at least \$200,000 and Project Planning projects of at least \$50,000.
- i) The Applicant will be notified of the grant award within a reasonable time after the application deadline.
- j) Community Leagues are not eligible for this grant program.

3.5 Evaluation Process

- a) Applications submitted for the Community Facility Partner Capital Grant Program will be assessed by an open, transparent, fair and consistent process and be based on the overall benefits to the community and value to the citizens of Edmonton.
- b) A detailed review and evaluation will be completed by an evaluation committee comprised of City of Edmonton staff.
- c) Recommendations will be made by a Committee of Directors in the Community Services Department.
- d) Grant award decisions will be made by City Council.

3.6 Approved Projects

- a) All successful applicants will be required to enter into a grant funding agreement with the City of Edmonton.
- b) Grant funding agreements will include project scope, timelines, municipal contributions, project responsibilities, promotional requirements, reporting requirements, the City's right to audit, a statement of public access, a requirement to continue to use the facility as intended for a specified period of time and required adherence to applicable City policies and procedures such as Sustainable Building, Accessibility, Percent for Art, Edmonton Design Committee Bylaw, and other City policies and procedures as applicable.
- c) Depending on the scope of the project, indication of how the "Access to Recreation Strategy" outcomes are to be achieved.
- d) Successful applicants will be required to submit final accounting three months following the close of a project.